



ALGANSEE • BRONSON • COLDWATER  
QUINCY • SHERWOOD • UNION TWP.

## FREEDOM OF INFORMATION ACT POLICY

Adopted: April 20, 2015

Last Revised: January 21, 2019

The Library Director serves as the FOIA Coordinator for the Branch District Library.

Requests preferably should be submitted in writing to the Library FOIA Coordinator. Requests for records should be as specific as possible, and must include the complete personal name, valid address, and telephone number or email address of the requestor or the requestor's agent. Library users' private information and Library records that identify an individual as having requested or obtained certain materials from the Library are protected from disclosure in accordance with the Michigan Library Privacy Act.

The FOIA Coordinator will respond in writing within five business days to all requests for Library records. If the request for records is approved, this response will include an estimate of the timeframe required to fulfill the request and a fee calculation estimate.

Section 10 of the Michigan Freedom of Information Act provides for appeals of decisions to deny access to public records. If the Branch District Library makes a final determination to deny all or a portion of a request for library business records, the requester may submit to the Library Board a written appeal that specifically states the word "appeal" and identifies the reason or reasons the denial should be reversed.

In compliance with Michigan Freedom of Information Act, granted requests for Library records may be filled for a fee. This fee may cover expenses related to searching for, locating, and examining documents, as well as removing exempt data. There may be a charge of the hourly rate currently earned by the lowest paid employee capable of searching for, locating, and examining the requested materials, billed at 15-minute increments, with partials rounded down.

The printing fee for copies will be \$ 0.10 per sheet of paper for each sheet needed to fulfill the request. Double-sided printing and copying will be used to minimize the number of



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sheets of paper. In addition, there will be a charge of the hourly rate currently earned by the lowest paid employee capable of copying the requested materials, billed at 15-minute increments, with partials rounded down.

If delivery of documents is requested on non-paper physical media, a fee may be charged to cover the cost of the media, provided the library has the technological capability to deliver the documents on the requested media. A fee may be charged to cover the costs of mailing documents on paper or on non-paper physical media.

Library packets and approved minutes may be viewed on the library's web site at any time for no fee. FOIA requests for documents that are publicly available on the library's web site will be answered with a link to the online documents. If a person wishes to examine physical library records in person without having the records duplicated, an appointment must be made for viewing during normal business hours. The Library may make reasonable rules to protect its records and to prevent excessive and unreasonable interference with the discharge of its functions.